

**Health & Family Committee  
Regular Meeting  
April 27, 2004 - 1:00 p.m.  
Tribal Office Conference Room B**

**1. Call to Order & Roll Call-**

Committee Chairperson Stephanie Awonohopay called the meeting to order at 1:00 p.m. Those present: Duane Waukau, Jerry Waukau, Mary Husby, Betty Jo Wozniak and Shannon Wilber (late). Also present for the meeting was Gary Schuettpelz, Shawn Klemens, Mary Travis, Donna Beauprey and Rose James.

**2. Moment of Silence** - A moment of silence was observed.

**3. Approval of Minutes Dated March 16, 2004-**

**Motion made by Duane Waukau to approve the minutes dated March 16, 2004. Motion was seconded by Jerry Waukau. All those in favor of the motion signify by saying aye, 2-for, 0-opposed, 1-absent, 2-abstentions (Husby and Wozniak). Motion carried.**

**4. Election of Officers-**

Chairperson Awonohopay opened the nominations for Vice-Chairman.

**Motion made by Mary Husby to nominate Jerry Waukau as Vice-Chairman. Motion was seconded by Betty Jo Wozniak. All those in favor of the motion signify by saying aye, 4-for, 0-opposed, 1-absent. Motion carried.**

**Motion made by Betty Jo Wozniak to close nominations for Vice-Chairman. Motion was seconded by Mary Husby. All those in favor of the motion signify by saying aye, 4-for, 0-opposed, 1-absent. Motion carried.**

Jerry Waukau is the Vice-Chairman of the Health & Family Committee.

Chairperson Awonohopay opened nominations for Secretary.

**Motion made by Jerry Waukau to nominate Mary Husby for Secretary. Motion was seconded by Duane Waukau. All those in favor of the motion signify by saying aye, 4-for, 0-opposed, 1-absent. Motion carried.**

**Motion made by Duane Waukau to close nominations. Motion was seconded by Betty Jo Wozniak. All those in favor of the motion signify by saying aye, 4-for, 0-opposed, 1-absent. Motion carried.**

Committee Mary Husby is the Secretary of the Health & Family.

Shannon Wilber arrived at 1:10 p.m.

**5. Health Administrator's Report/Jerry Waukau-**

**Tab #1 - Dental Reinstatements/Executive Session-**

No one showed up for the meeting for dental reinstatements so there was no need for the committee to go into executive session.

**Tab #2 - Report-Safety Officer (Gary Schuettpelz) on "Near Miss Incident"-**

Jerry Waukau stated that everyone has a copy of Gary Schuettpelz report on an incident in Dental Clinic. In accordance with JCAHO standards the Safety Officer shall report on the incident and corrective action taken. The incident was not reportable to JCAHO and in the future any incidents will be reported immediately to the Committee.

Gary was present and reported to the committee that on October 8, 2003 two patients were treated by the dental hygienist. After treatment they found sterilization indicator on instrument bags showed they may not have been sterilized, therefore it was assumed that the patients may have been treated with non-sterile instruments. The immediate action taken was that the

patients were notified and offered blood borne protocol as per infection control, autoclave was checked for proper function, all instruments checked and re-sterilized as needed and the staff were educated.

In the days to follow the staff was trained on new safeguards to avoid future incidents and a meeting was held with Chief Dentist, Medical Director, Clinic Administrator, Director of Nursing and Accreditation Coordinator to confirm that corrective action was taken and patients involved were being properly followed. Gary stated that thus far all follow-up has been negative.

Committee did not take any action.

**Tab #3 - Policy and Procedure Manual Updates-**

Jerry stated that manual updates need to be approved by the committee for Medical and EMS and Mary Travis was present to go over the changes with the committee.

Committee discussed both of the policies and suggested some minor changes. Jerry will bring it back to the next meeting.

**Motion made by Betty Jo Wozniak to table the Medical Policy until next meeting. Motion was seconded by Shannon Wilber. All those in favor of the motion signify by saying aye, 4-for, 0-opposed, 1-abstention (Jerry Waukau). Motion carried.**

**Motion made by Shannon Wilber to approve the policy for EMS. Motion was seconded by Betty Jo Wozniak. All those in favor of the motion signify by saying aye, 4-for, 0-opposed, 1-abstention (Jerry Waukau). Motion carried.**

**Tab #4 - Billing Policy & Procedure Manual Update-**

At the last meeting there were questions regarding the credit card transaction policy. Jerry included a memo from Laurie Boivin answering the questions. Laurie advised that the Billing Department could develop a fact sheet to hand out to patients if the committee approves the policy.

Committee briefly discussed the policy and Betty Jo didn't think patients should have to incur the fees if they use a credit card. Jerry stated that the fees have to be paid from somewhere and it's the patient's option on whether or not to use the credit card.

**Motion made by Shannon Wilber to approve the Billing Policy. Motion was seconded by Duane Waukau. All those in favor of the motion signify by saying aye, 3-for, 1-opposed (Wozniak), 1-abstention (Jerry Waukau). Motion carried.**

**Tab #5 - FY 2004 Third Party Budget-**

Jerry stated that the Clinic is looking at a deficit, partly because right now there are two catastrophic cases. Other areas committee discussed is Deferred Care, Medical Mal Practice Insurance, Pharmacy Drugs are going up, need to hire a CHS Data Entry Clerk and a Pharmacy Office Manager.

The total amount was \$1,057,025 but Betty Jo stated that Jerry really needs to look at the indirect cost and should check with Finance. Betty thinks the indirect cost will go down.

**Motion made by Betty Jo Wozniak to recommend to the Menominee Tribal Legislature that the 2004 Clinic's Third Party Budget be increased by an amount not to exceed \$1,057,025 from \$4,581,098 to \$5,638,123 to cover budget increases as presented and to transfer the \$1,057,025 from Third Party Clinic Replacement (ledger 154) to the 2004 Third Party Budget (ledger 151) to cover budget increases. Motion was seconded by Mary Husby. All those in favor of the motion signify by saying aye, 4-for, 0-opposed, 1-abstention (Jerry Waukau). Motion carried.**

Jerry stated that the \$250,000 to cover equipment replacement expenses were previously approved but now the money needs to be transferred.

**Motion made by Betty Jo Wozniak to recommend to the Menominee Tribal Legislature a transfer of \$250,000 from Third Party Clinic Replacement (ledger 154) to the 2004**

**Third Party Budget (ledger 151) to cover equipment replacement expenses previously approved. Motion was seconded by Shannon Wilber. All those in favor of the motion signify by saying aye, 4-for, 0-opposed, 1-abstention (Jerry Waukau). Motion carried.**

**6. Clinic Rude and Abusive Behavior Policy-**

Chairperson Awonohopay stated that the Commission on Aging requested that she attend their meeting in which she did. Commission is confused as to why the policy went to them but will review the policy in a couple more weeks.

Jerry stated that he thinks it was sent there to see if they could refine the policy and to re-open the investigation to see if there could have been an advocate there for someone who doesn't understand the policy and if you leave it at that, it might get some where but now they want to change the whole policy.

Chairperson Awonohopay wanted the minutes to reflect that Aging would like to have an advocate present when the policy is changed.

**7. Elderly Transportation Problems-**

Shawn Klemens Transportation Director was present to discuss transportation. Shawn stated that he believes the elders get upset because transportation cannot take the elders to medical appointments outside the service area. Jerry Waukau stated that the Clinic offers medical transports on a first come first serve basis and some elders get upset with that.

Shawn stated that they are "Public" transportation and cannot take care of individual needs and that they can't change that.

Committee members wanted to know how many vehicles the Elders have. Shawn stated that they have a bus and a van.

Committee feels that there needs to be an MOU between Transportation and the Elderly.

No action was taken.

**8. Review Policies for Rural Domestic Violence Shelter Grant-**

Donna Beauprey was present to discuss the policy and the committee made some minor changes to the policy.

**Motion made by Jerry Waukau to approve the Policy for Rural Domestic Violence Shelter Grant with changes. Motion was seconded by Mary Husby. All those in favor of the motion signify by saying aye, 4-for, 0-opposed, 1-abstention (Betty Jo Wozniak). Motion carried.**

**9. Jr. Achievement Concerns-**

Keshena Primary School 2nd Graders made a list of concerns for the Legislature. The Legislature sent the concerns to the appropriate committees. The concerns that were brought to the Health & Family Committee were the need for more playgrounds and equipment.

Betty Jo stated that in order to address the concerns you need money budgeted.

Duane Waukau stated that he had a 5 year Recreation Plan but never received any money to budget for it. Duane stated that he could do community needs meetings in the fall.

No action was taken.

**10. Ice Skating Rink/Cross Country Ski Trail-**

Committee feels that it not only takes money to construct these things but it also takes money to maintain it.

Betty Jo stated that there is a Drug Free Community Grant to develop a fitness trail.

Committee would like to review the 5 year Recreation Plan.

**11. Committee Goals & Objectives-**

Committee briefly discussed the goals and came up with the following;

1. Ensure all departments report to the committee quarterly both written and verbally.
2. Update and Prioritize the Recreation Plan.
3. Update Elderly Health Plan.

**12. Review Monthly Reports-**

Chairperson Awonohopay stated that if a department is expecting a shortfall they need to go to the Budget & Finance Committee as soon as possible.

Shannon wanted to know what the committee has to do with the Collaborative Council. Betty Jo stated that when the council was developed it wasn't the intention on having committee's involved. It's more of a department project. Committee discussed Legislative participation in the council. Betty Jo stated that she thinks there was a Legislative motion made regarding the subject and Gigi Delabrué will look for the motion and discuss it at the next meeting.

Committee reviewed the monthly reports that were submitted and decided that they would like to follow a schedule of having different departments come in for an oral presentation to the committee which would mean they would report to the committee quarterly. Gigi Delabrué will bring a calendar to show when the departments need to report.

**13. Other Business-**

Chairperson Awonohopay received a request from MAD/CBRF to utilize the Tribal investment account monies to cover expenses at CBRF.

**Motion made by Betty Jo Wozniak to approve the CBRF costs for a custom exhaust system, an exhaust hood and tiling and carpeting with the proviso that they get quotes following the procedure in getting the best deal. Motion was seconded by Jerry Waukau. All those in favor of the motion signify by saying aye, 5-for, 0-opposed. Motion carried.**

The committee members were each give a copy of Tribal Research Projects Protocol because both Jerry Waukau's requests for research projects from the last Culture Commission and Jerry stated that he is on their next agenda.

Committee members wanted to know if there is anything the committee can do to help with the Kenosha Project. Chairperson Awonohopay will find out.

**14. Adjournment-**

**Motion made by Jerry Waukau to adjourn. Motion was seconded by Betty Jo Wozniak. All those in favor of the motion signify by saying aye, 5-for, 0-opposed. Motion carried.**

Meeting adjourned at 3:25 p.m.

Respectfully Submitted by  
Legislative Staff Services